



REPLY TO
ATTENTION OF

IMEU-VIC-SO

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630


SEP 17 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-28 (Safety) Vehicle Inspections Prior to Long Weekends

1. Privately Owned Vehicle (POV) accidents continue to be a serious problem within the U.S. Army Garrison Vicenza. Many of these accidents are occurring due to material/equipment failures such as tires, brakes, lights, wipers, and other basic vehicle components. Many older vehicles, especially those 10 years old and older, are not being maintained to basic safety standards and are contributing to many of these accidents. Owners of older vehicles are often not willing to incur the cost of maintaining a vehicle that was purchased for a small amount and are simply attempting to get by until they no longer need the vehicle. This is unacceptable and leaders must take action to ensure all assigned personnel are maintaining their POVs in a safe operating condition.
2. Effective immediately, commanders will ensure first-line leaders/supervisors conduct POV inspections prior to long weekends. These inspections will cover the basic condition of the vehicle with emphasis placed on safety equipment such as tires, brakes, lights, wipers, etc. Inspection records will be documented and maintained for one year. Vehicles that do not meet established safety standards will be detained or restricted until deficiencies are corrected. A sample POV Safety checklist is attached. Commanders may develop their own checklists as long as they are thorough and meet the basic intent of ensuring that all vehicle components/safety equipment are in good condition and operate as required.
3. The majority of all POV accidents are preventable through effective defensive driving and good maintenance practices. Unnecessary POV accidents are a burden to the Army and the individuals involved. Leaders must do everything they can to promote vehicle safety and prevent needless POV accidents due to material/equipment failures.

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VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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POV INSPECTION CHECKLIST

At least a two week period should be allowed to ensure timely repairs.

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECKOFF	
TIRES			Front	Rear
	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>		
	<i>NOTE: No mixing of radial tires and bias tires.</i>		Pass	Fail
	Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
LIGHTS			Left	Right
	Head lights	Both high and low beams operational, cracked, condensation, secured		
	Tail lights	Lenses intact, tail light working when turned on (red)	Left	Right
	Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
	Turn signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
	Backup lights	Lenses intact, left and right backup lights work (white light)	Left	Right
	Four-way flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
	License plate light	Lenses intact, does light stay on	Pass	Fail
WINDSHIELD & WINDOWS & WIPERS			Pass	Fail
	Windshield	Not cracked, broken, or scratched to the degree that impairs vision		
	Rear window	Not cracked, broken, or scratched to the degree that impairs vision	Pass	Fail
	Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail
		Check handles, push electric buttons	Front	Rear

Window controls	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail
Windshield wipers			
MIRROR			
Mirror outside	Missing, cracked	Left	Right
Mirror inside	Missing, cracked	Pass	Fail
BUMPERS			
Bumper front	Missing, loose, broken	Pass	Fail
Bumper rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail
BRAKES			
Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
Emergency brake	Properly adjusted, check emergency brake by: pull/push emergency brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail
Interior			
Horn	Does it work	Pass	Fail
Defroster front	Ensure hot air blows out above the dash	Pass	Fail
Defroster rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail
Emergency equipment	Warning triangle and high visibility vest are mandatory, first aid kit, fire extinguisher, blanket, flares, shovel, chains, tools, etc., should be carried when deemed necessary but some items may be required by other host nations	Pass	Fail
Heater	Ensure heater works	Pass	Fail
SEATBELTS			
Seatbelt front/rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear
LICENSE/DECALS/INSURANCE			

SETAF Drivers License	Expired, missing	Pass	Fail
Insurance	Does the operator have valid insurance	Pass	Fail
UNDER THE HOOD			
FLUIDS			
Brake	Filled to appropriate level	Pass	Fail
Windshield washer	Windshield washer fluid	Pass	Fail
Battery	Check the color indicator on the battery	Pass	Fail
Power steering	Filled to appropriate level	Pass	Fail
HOSES	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail
BATTERY	Terminals, clean and tight, held down securely	Pass	Fail
BELTS	Check for wear	Pass	Fail

Inspectors

Name: _____ Signature _____

Operator

Name: _____ Signature _____

First Line Supervisor

approval _____

Date inspection was conducted _____ Date follow-up inspection was conducted _____

Leave/Pass/Holiday _____

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